

Quick Guide – Sitting a Test

How students log in

1. Go to the **School Server** homepage. (This should be saved as a shortcut on each workstation).
2. Students should select the **Start Test** link on this page.
3. You will need to provide the students with the **Session Key** that you have created for the test you wish to administer. (See *Quick Guide for Creating a Test Session*.)

The other information that students will need to log in and complete the test is their **Student Code**, and their **Day** and **Month of Birth**.

4. Once they have entered the required details, the student should click on the **[Login]** button.
5. The student's details will be displayed and students will need to confirm that these are correct before proceeding with the test.



About sitting Linear Tests

- When students sit a linear test, they will have a **[Next Question]**, **[Previous Question]**, and a **[Summary List]** button from which they can navigate their way through the test.
- A score can be displayed to the student after they have completed the test if this option has been selected when the Session Key was created. (See the user manual for further details).

About sitting Adaptive Tests

- Due to the nature of adaptive tests, it is **NOT possible to go back to previous questions** to change or review responses. Students can only move forward to the Next question.
- **Each question is timed.** A **warning** is presented on the screen 10 seconds before the time expires.

Interrupting Tests – the 'Control-K feature'

1. Tests can be temporarily or permanently stopped if required. To do this press the **<Ctrl>** and **<K>** keys at the same time, on the students keyboard.
2. An administration **login window will appear**. Enter your own Administration username and password then click on the **[Login]** button.

3. The **Student Test Administration** window will be presented after you have logged in. This window will present you with 3 options:

- **[Pause]** – will temporarily pause the test and any associated timers. The student can click on the **[Continue]** button when they return, to resume from the last question they were at.
- **[End Test]** – will end the session and save all responses that the student has completed up to this point.

Special Note: It is recommended that the **END TEST** feature should **NOT** be used for **Adaptive tests**. Students need to complete all questions for an Adaptive test in order to generate a valid score.

- **[Cancel Session]** – will end the session but will NOT save any of the responses that the student has completed.